Work Life Integration Tips

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1. Focus on your values and priorities
   ○ Make an Individual Development Plan
   ○ Align your time and energy with your values and priorities
   ○ Move from working harder, to working with passion
   ○ When faced with a new opportunity – don’t say “yes” immediately– investigate all elements, weigh needs, time, and talk to mentor or family.

2. Hone your time (and attention) management skills
   ○ Find your time wasters
   ○ Protect your time by setting and knowing your limits and boundaries
   ○ Multi-tasking is a myth. Manage your attention to increase work-life energy.
   ○ Transition times (listen to audio CME on commute; decompress on commute home)
   ○ Schedule time to plan, to reflect, and for personal interests

3. Get ORGANIZED
   ○ Keep a “TO DO” list, Prioritize, Retrograde plan
   ○ Email Strategy
     • Empty inbox (4 D’s – do, delegate, delete, decision (place in folder)
     • Schedule time to review vs on-the-go phone/ipad (either way, limit 2–3x day)
     • Turn off interrupting dings
   ○ Find a “usable” calendar system
     • Easy, sharable, real-time, integrative
     • Plan your vacations/ personal/ family time in advance
     • Schedule time for yourself and your interests
     • Share it with family and caregivers

4. DELEGATE tasks or duties
   ○ At Work: identify tasks or projects that other can do, and empower them to do it.
   ○ At Home: “Hire it done!”
5. Establish a mentor network
   - At work, for career guidance, advice, sponsorship, skill acquisition, etc…
   - At home, make friends with other families in your neighborhood. Appreciate their skill set in parenting, puppy training, where to shop, schools, and community events.

6. Double Dip
   - With every project, find a second goal it could satisfy.
   - If you create a lecture or program, turn it into scholarship (book chapter, study)
   - Combine the activities you love with your family/friends. (Make date night a cooking class. Go to yoga with your friend or sister. Join a stroller fit class with young children.)

7. Know the Work–Life Policies of your employer
   - Family Leave policies
   - Part–time policies / flexibility
   - Childcare options (on–site, back–up sick care)
   - Academic center – promotion and tenure clocks

8. Cultivate relationships with family and friends
   - Quality time > quantity time
   - Schedule family time, date–night, & “no electronic” times
   - With your partner, communication is the key!
   - Be accountable to someone in your life (mentor, spouse, friend)

9. Invest in Family/Home Responsibilities
   - Foster family teamwork – coordinate & delegate activities and chores.
   - Find reliable dependent care and have backup (childcare, pet care, eldercare)
   - “Hire it done!” (house cleaning, yard work, cooking, food delivery)
   - Keep numbers for home/car repairs accessible.

10. Leverage technology to help control boundaries (separate or integrate work–life)
   - Telecommuting: have a separate work space to minimize interruptions
   - Conference or video conferencing to eliminate travel time
   - Block out “no technology” times with family
   - Electronic schedule (to better communicate with work and family)
   - Communicate remotely (call kids or facetime if you work evenings)

11. Build Healthy Personal Habits (physical, mental, spiritual well–being)
○ Build in the time to exercise, eat healthy, sleep
○ Quit unhealthy habits
○ Schedule time for your interests (read, music, art, hobby)
○ Manage your mindset: Let go of guilt, focus on values, and maintain a sense of humor!